



City of Pasco, Washington

Request for Proposal for Pasco Boat Basin Marina Operations



CITY OF PASCO REQUEST for PROPOSALS

Project Title: Pasco Boat Basin Marina

General Information

The City of Pasco is located in southeast Washington State with a population of approximately 60,000 residents. The City has a City Manager-Council form of government, and operates as an Optional Municipal Code City under RCW 35A. Pasco is a part of the rapidly growing Tri-Cities, which include Pasco located in Franklin County, and Richland and Kennewick located in Benton County. With a population of 235,700, Tri-Cities is the fourth largest and fastest growing Metropolitan Statistical Area in Washington State. Pasco also has a growing retirement population, attracted by the region's moderate climate, outdoor recreational opportunities, and access to medical care. Pasco is the home of the Tri-Cities Regional Airport and is a transportation hub with rail, river, air and Interstate access.

Pasco:

- *One of the fastest growing cities in Washington State (Tri Cities Visitor and Convention Bureau)*
- *One of leading cities for growth and development, ranking 29th in the country (Tri Cities Visitor and Convention Bureau)*

Pasco-Richland-Kennewick:

- *4th place "Best Small Metro Market" (Local Market Monitor)*
- *5th place "Best Performing Cities" (Milken Institute 2010)*
- *1st place "Most Secure Places To Live/mid-size U.S. cities" (Farmers Insurance Group of Companies 2011)*

The City is a full-service municipality employing approximately 275 people to provide general government, public works, public safety, planning and community development, and recreational services.

To request an RFP packet (electronic or printed) please contact Sandy at acsadmin@pasco-wa.gov or fax request to 509-543-5758. RFP packets are available in printed form for pick up at City of Pasco, Administrative & Community Services, 525 N. 3rd Ave., Pasco, WA 99301.

Boat Basin Lease/History

The City of Pasco entered into a lease with the Corps of Engineers in 1976. The City sublet the operation of the Pasco Boat Basin to Waterworld, a private operator. That

lease ran from 1977 to 2001; however in 1998 the operation of the Pasco Boat Basin was taken over by Cascade Marine. Cascade Marine finished the term of the lease in 2001 and negotiated a new lease for the years 2001 to 2011. This lease was extended for one year due to the two studies that were being done relating to the boat basin, marine terminal and the river shore in general.

During the lease with Waterworld they were required to install 2 sets of twenty (20) covered boat slips. In 1998, the Pasco Boat Basin consisted of two main parts: A) the 3.5 acre park which included a picnic area, restrooms, a two lane boat launch with 40 foot dock; and B) the marina which consisted of approximately 2 acres, 7500 square foot building, forty (40) covered boat slips with electrical power, seventeen (17) open boat slips with electrical power, and fifteen (15) open boat slips without power. At that time the area was considered fully developed and no other plans were moved forward. In 2004, Cascade Marine proposed further improvement of an additional 128 covered slips. Negotiations began, but neither party came to an agreement and no slips were added.

Vision

Two major studies have been completed concerning the Pasco Boat Basin; the 'Boat Basin and Marine Terminal Plan' and the 'Tri-Cities River Shore Master Plan'. Though not prescriptive, noted plans suggest that the Pasco Boat Basin should become more prominent in the delivery of services provided to the boating public and providing connectivity to the river system. With that in mind, the city desires a lease proposal which will accomplish as much of the following as is practicable:

1. The Pasco Boat Basin should encompass all of Schlagel Park.
2. Sub Lessee manage and control boat launch area.
3. The existing docks should be removed or replaced to reflect a better image.
4. Expand dock capacity within 3 – 5 years.
5. Improve landscape from both the land and water view to improve sight lines.
6. Renew the business at Cascade Marine to broaden market and attract new clientele.
7. Work with the Port of Pasco to the extent of incorporating improvements to complement Osprey Point and the Port's development plan on west end of their property where it joins the marina.
8. Work with the Tri-cities River Shore Enhancement Council (TREC) and take advantage of the Gateway theme and other projects along the river shore.
9. Improve signage and advertising efforts.

The City is encouraging new improvements to the Pasco Boat Basin. It is desired that a regional approach be taken, considering what services are offered in the area with water access and determine improvements needed to attract other boat operations, such as rentals, house boats, food sales, etc. to the Pasco Boat Basin. Management of the entire area could bolster that effort.

Proposal Submission

Proposer submitting in writing shall provide one signed original and five copies of the proposal package. All proposals and accompanying documentation will become property of the City and will not be returned. Each copy shall include the following required sections indexed in the following order:

1. Cover Letter: Signed by the company representative authorized to make contractual obligations and affirming the receipt and understanding of RFP conditions. The letter may also include supplemental information related to company's qualifications.
2. Table of Contents.
3. Executive Summary: A review of your approach and the distinguishing characteristics of your proposal.
4. Company background information:
 - Name and address of legal entity submitting the proposal.
 - Name and address of principal officers and all owners of the company.
 - Legal status of the company organization, i.e., corporation, partnership, sole proprietorship. The owner of the company shall agree to personally guarantee the obligations under the sublease.
 - Description of company including size, longevity, client information in such a manner that the management company evaluation may reasonably formulate an opinion about the stability and financial strength of the company. Company's financial data is to be certified as correct by a certified public accountant.
 - Disclose any and all judgments, pending or expected litigation, and/or viability or stability of the proposing organization; or warrant that no such condition is known to exist.
5. Reference List:
 - A representative list of three (3) current and former clients for whom you have provided like services or operated a like facility in the past five (5) years, including:
 1. Name and address(es) of client and nature of business.
 2. Contact person and phone numbers.
 3. Size of operations.
 4. Number of years of service with client.
6. Business Plan and Management Approach:

Provide a detailed description of how you would operate the Marina including staffing levels, customer service, pricing philosophy and experience. Include in the description your approach, concepts and ideas regarding Marina management and comment on the following bulleted item. Include a financial *pro forma* indicating pricing philosophy and structure.

 - The operator will be responsible for maintenance, repair and improvements to the facility including but not limited to the buildings, docks, ramps and any other facilities necessary to provide standard marine services in a safe environment.

7. Plans for the marketing and promotion of the facilities.
8. The company may propose additional innovations for operation of the Marina as part of the proposal to increase the value of the facility.

Proposal Selection

A short list of firms that the City, after review of the proposals, determines in its discretion demonstrate the best combination of experience, knowledge, financial capability, skills and plans necessary to fulfill the city's desires as expressed in this RFP will be selected for on-site interviews.

Firms invited to on-site interviews are responsible for paying all of their expenses in preparing for and attending their interview. The successful firm will be selected from the short list, based upon all information provided during the process, including interviews.

In making the final selection, demonstrated sensitivity to the City needs will be an important consideration, as well as the business and management plan, financials, schedule and allocation of man power. These and other elements are critical for successful operation of the Marina.

The final selection, if any, will be that proposal which, in the opinion of the city after review of all submissions by the evaluation committee, best meets the requirements set forth in the RFP and is in the best interest of the City.

Form of Agreement

The selected firm will enter into a Marina Sublease Agreement with City of Pasco to be negotiated between both parties for operating the Marina. Sublease must be approved by USACE before it is final. Operator will not sub-let any portion of the Boat Basin operation without written approval by the City.

Proposals are due no later than October 19, 2012. There will be no formal "proposal opening". Qualifications and Proposals received by the deadline will be reviewed by the City, and selected firms may be invited to meet with selected city officials to discuss their proposal.

Respondents should allow sufficient delivery time to ensure receipt on or before the deadline. Respondents assume the risk for the delivery method chosen. The City assumes no responsibility for delays caused by any delivery service. All submittals and any accompanying documentation become the property of the City, become public information upon receipt and will not be returned.

Mail, Hand Delivery or Fed Express to:

US Mail Address

City of Pasco
ACS Dept
P O Box 293
Pasco, WA 99301

Physical Address

City of Pasco
ACS Dept
525 N 3rd Ave
Pasco, WA 99301

SUBLEASE

One original copy of the RFP proposal will require original signature. It must be signed upon submittal. Signature will also be validated through a formal signature as part of the sublease document itself.

The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the firm can propose. The firm shall specifically stipulate that the proposal is predicated upon acceptance of all terms and conditions in the RFP.

The firm should be prepared to accept this RFP for incorporation into a sublease resulting from this RFP. Sublease negotiations may provide for the incorporation of the firm's proposal. It is understood that the proposal will become a part of the official file on this matter without obligation to the City.

This RFP does not, however, obligate the City to sublease for services specified herein.

Timeline

This is to provide interested firms information about the schedule anticipated by the City. This is an estimate only, and may change.

- Pre-submittal questions to Rick Terway by October 12, 2012. Phone number 509-543-5757 or email terwayr@pasco-wa.gov.
- Submittals due: October 19, 2012.
- Evaluate proposals including potential interviews: October 22-26, 2012.
- Negotiate new agreement with leading contender/sublease submittal to USACE: October 29 – November 16, 2012**
- City Council approves agreement: December 3, 2012**
- Transition to new Operator: December 2012/January 2013

** May take up to 90 days for sub-lease processing with USACE

Revisions to RFP

The City reserves the right to modify this RFP and/or cancel or reissue this Request in whole or in part, prior to execution of a sublease. In the event it becomes necessary to revise any part of the RFP, it shall be the responsibility of the interested firms to obtain a copy of the addendum. The City shall make efforts to reach interested firms, but the responsibility shall be on the firms to ensure that they have obtained current material.

Acceptance Period

Submittals shall be good for 90 days from due date of RFP. Firms that take exception to this will be considered non-responsive and may be rejected.

Rejection of Submittals

The City reserves the right at its sole discretion to reject any and all Submittals received without penalty and not to issue a sublease as a result of this RFP. The City also reserves the right at its sole discretion to waive minor administrative irregularities, request clarification and/or additional information contained in any Submittal.

Responsible Management Firm Criteria

The City shall consider only responsible firms. Responsible firms are those that have, in the sole judgment of the City, the financial ability, experience, resources, skills, capability, reliability and integrity necessary to perform the requirements of the sublease. The City may also consider references, financial stability, and any other information available to the City. Firms with an owner convicted within the past ten years of a crime involving moral turpitude or dishonesty or with unsatisfied tax, warrants or judgment liens, are ineligible to participate and shall not submit.

The final selection, if any, will be that proposal which, in the opinion of the City after review of all submissions by an evaluation committee, best meets the requirements set forth in the RFP and is in the best interests of the city

Obligation to Contract and Costs

This RFP does not obligate the City to contract for services specified herein. The City will not be liable for any costs incurred by the firm in preparation of a Submittal in response to this Request, in conduct of a presentation, or any other activities related to responding to this RFP.

Commitment of Funds

The City Manager and/or his designee are the only individuals who may legally commit the City to expenditures of funds for an agreement resulting from this RFP. **No cost chargeable to the proposed sublease may be incurred before receipt of a fully executed sublease.**

Examination of RFP and Other Documents

The submission of a response shall constitute an acknowledgment, upon which the City of Pasco may rely that the firm thoroughly examined and is familiar with the requirements and sublease documents, and reviewed and inspected all applicable statutes, regulations, ordinances, and resolutions dealing with or related to the work and services to be provided. Failure or neglect of a submitter to examine such documents, work site(s), statutes, regulations, ordinances or resolutions, shall in no way relieve the submitter from any obligations with respect to the offer or to the sublease. No claim for additional compensation will be allowed which is based upon a lack of knowledge of the same. A signed sublease or purchase order furnished to the successful offer results in a binding sublease without further action by either party.

Proprietary Information/Public Disclosure

Material submitted in response to this RFP shall become the property of the City.

In the event a firm desires to claim that portions are exempt from disclosure under the provisions of RCW 42.17.250 to .340, it is incumbent upon the firm to identify those portions in the firm's proposal transmittal letter. The transmittal letter must identify the page and the particular exception(s) from disclosure upon which it is making its claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "confidential" printed on the lower right hand corner of the page. The City will consider a firm's request(s) for exemption from disclosure; however, the City will make a decision predicated upon applicable laws. An assertion by a firm that an entire volume of its proposal is exempt from disclosure will not be honored.

In the event the City receives a public records request for protected work product of the Consultant within its possession, the City shall, prior to the release of any protected work product or as a result of a public records request or subpoena, provide Consultant at least ten (10) business days prior written notice of the pending release and to reasonably cooperate with any legal action which may be initiated by the Consultant to enjoin or otherwise prevent such release.

Submittal Requirements

Firm is specifically notified that failure to comply with any part of the Request for Proposal may result in rejection of the proposal as non-responsive.

All proposals must be hard copy in eight and one-half by eleven (8 ½ X 11) inch format.